

## Certification for Public Library Personnel

The program of voluntary certification is intended to provide library trustees, library personnel and municipal officers with a means to improve library service to their communities, and to aid and encourage individuals who do not hold a Master's Degree in Library Science to increase their professional qualifications and to afford themselves opportunity for greater remuneration. Applications shall be current members of the Maine Library Association.

### General Information

Applications for voluntary certification will be reviewed by the Board of Certification of the Maine Library Association. The Board shall consist of six (6) appointed members and the President of the Maine Library Association as a non-voting ex-officio member. The members of the Board shall be members of the Maine Library Association and shall be appointed for a three (3) year term. A vacancy on the Board shall occur when a member moves from the state of Maine and/or resigns. This position shall be filled by appointment of the President for the length of the unexpired term. Two members shall be appointed each year for a three (3) year term.

### Application Procedure

Interested members of the Maine Library Association may apply for original certification, certification at a higher level, or recertification on forms furnished by the Board. Send requests for forms to: MLA Board of Certification, c/o Maine Municipal Association, Local Government Center, Augusta, Maine 04330, or request forms from your District Consultant.

Completed forms are to be accompanied by a fee of five dollars (\$5.00) and sent to the address listed above. The funds collected from the certification process shall be used to help defray the cost of printing, correspondence, etc.

Certificates will be issued for a period of five (5) years.

An application for **Original Certification** or **Certification at a Higher Level** must document all education and library experience required for certification at the requested level.

The recertification procedure allows you to continue your current certification level for an additional five (5) year period. **Recertification** is granted to all applicants who provided evidence on ongoing professional activity.

Applicants must document continuing professional activity since the previous certificate was granted. Ninety (90) contact hours or nine (9) CEU's are required in areas such as:

- Formal course work

- Workshops, institutes or conferences
- Active membership in library organizations
- Library-related independent study

Any listing of such activities must include dates, activity descriptions, hours involved and **Verification** which may be in the form of a grade report, attendance certificate, conference agenda, letter or example of work.

## **Appeal**

If a request for certification is rejected, the applicant may submit within thirty (30) days after receipt of notification of the rejection additional documentation of qualification for reconsideration by the Board at its next regular meeting.

## **Glossary**

### *Continuing Education Units:*

The CEU, generally recognized throughout the country, has been adopted as a uniform means of recording, measuring, and recognizing efforts in non-credit, post-secondary education. SACCE has adopted the nationally recognized CEU which is defined as ten (10) contact hours of participation in an organization continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

### *Library Education:*

SACCE courses or courses with demonstrable library content from an established academic institution.

### *Current Library Experience:*

Library experience is defined as paid or volunteer employment in a library setting. Current is defined as ongoing or within the last five (5) years.

### *Administrative Experience:*

Examples of administrative experience include supervision, budget management, and responsibility for a major service area.

## **Certification Levels**

**Level I** – Issued to applicants with a high school diploma, at least six (6) CEU's in library education and at least two (2) years of current library experience.

**Level II** – Issued to applicants with a high school diploma, at least twelve (12) CEU's in library education, at least five (5) years of current library experience and some administrative experience.

**Level III** – Issued to applicants with at least two (2) years of academic education in a college or university, at least twelve (12) CEU's in library education, and at least two (2) years of current library experience.

**Level IV** – Issued to applicants with at least two (2) years of academic education in a college or university, at least eighteen (18) CEU's in library education, at least five (5) years of current library experience, and some administrative experience.

**Level V** – Issued to applicants who hold at least a bachelor's degree from a college or university with at least twelve (12) CEU's in library education, and at least two (2) years of current library experience.

**Level VI** – Issued to applicants who hold at least a bachelor's degree from a college or university with at least eighteen (18) CEU's in library education, at least five (5) years of current library experience, and some administrative experience.